

Data Privacy Notice (iChurch)

Your personal data – what is it?

Personal data is information relating to a living individual who can be identified from that data. Identification can be by the information alone, or together with that data and other associated information, which is in the possession of, or likely to come into the possession of the 'Data Controller'. In the UK, the processing of personal data is governed by the General Data Protection Regulation, also known as the GDPR.

Who are we?

The United Reformed Church Trust (contact details below) is what is known as the 'Data Controller' of the personal data you provide to us. This means it determines how your personal data is processed and for what purposes.

Why we need your personal data?

We collect and use your personal data for the following purposes:

- To enable us to communicate with you in connection with your iChurch service.

What is the legal basis for processing your personal data?

We process your personal data based on the following legal grounds:

- Legitimate interests.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - there is no disclosure to a third party without consent.

How do we process your personal data?

The United Reformed Church Trust complies with its obligations under the GDPR by:

- Processing your personal data in a lawful, fair and transparent manner.
- Collecting only personal data which is adequate and relevant to the purposes we have specified in this notice.
- Not keeping your personal data longer than necessary for the purposes we have specified in this notice.
- Ensuring your personal data is accurate and up-to-date.
- Implementing appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing, accidental loss, damage or destruction.

Types of personal data we process

We process your personal data relevant to the above purposes. This includes:

- Your name
- Your contact details i.e. address, email, telephone number.

Where did we obtain your personal data from?

Although most of your personal data comes directly to us by you – when you become an iChurch customer – there are some elements of your personal data which we obtain from the United Reformed Church national database of church office holders.

Who the information may be shared with

All your personal data is treated as strictly confidential and mainly processed by our staff at Church House, VTS, our web hosting provider, will sometimes have access, by our specific request, if we need their help with a specific iChurch website. For the purposes of IT hosting and maintenance, your personal data is also located and backed up onto our servers, which are within the UK. No third parties have access to your personal data unless the law allows them to do so.

How long is your personal data kept?

We keep your personal data for the time you are an iChurch user, plus two years. We may contact you for marketing iChurch-related services to you after you cease to use our iChurch service.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Transfers of personal data

We do not transfer your personal data outside of the UK.

What are your rights?

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- Request to access a copy of your personal data, which we hold about you.
- Request to rectify your personal data if you find it to be inaccurate or out of date.
- Request to have your personal data erased where it is no longer necessary for us to retain such data.
- Request to have a restriction placed on further processing of your personal data when there is a dispute in relation to the accuracy or processing of your personal data.
- Request to obtain a copy of your personal data in a common machine-readable format and transmit that data directly to another organisation.
- Withdraw consent to the processing of your personal data at any time.

Who can I contact?

If you have any questions about how your personal data is being used please contact us on ichurch@urc.org.uk. You can also write to us at The United Reformed Church, 86 Tavistock Place, London WC1H 9RT.

How do I complain?

If you are not satisfied with the way your personal data is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF, via email <https://ico.org.uk/global/contact-us/email/> or through telephone on 0303 123 1113